

Horizon School Division No. 67

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The Board of Trustees of Horizon School Division No. 67 held its Regular Board meeting on Tuesday, February 25, 2014 beginning at 12:45 p.m. in the Eric Johnson Room

TRUSTEES PRESENT: Marie Logan, Board Chair
Bruce Francis, Board Vice-Chair
Blair Lowry, Rick Anderson, Derek Baron, Jennifer Crowson,
Terry Michaelis

ALSO PRESENT: Wilco Tymensen, Superintendent of Schools
John Rakai, Associate Superintendent of Finance & Operations
Clark Bosch, Associate Superintendent of Programs & Services
Erin Hurkett, Associate Superintendent of Curriculum & Instruction
Barb McDonald, Recording Secretary
J.W. Schnaar, Taber Times

ACTION ITEMS

- A.1 Moved by Derek Baron that the Board approve the agenda as presented with the following additions:

Under Information Items

- I.1.2.4. Council of School Councils Meeting Update – Jennifer Crowson
I.7. Age of Consent – Wilco Tymensen

Under Correspondence Items

- Letter from Alberta Education re Warner and Barnwell School renewal projects

	Carried Unanimously	AGENDA APPROVED 15/14
A.2	Moved by Terry Michaelis that the Board approve the Minutes of the Regular Board Meeting held Tuesday, January 28, 2014 as provided in Enclosure 1 of the agenda. Carried Unanimously	REGULAR BOARD MEETING MINUTES APPROVED 16/14
A.3	Moved by Bruce Francis that the Board approve the January/February Payment of Accounts report in the amount of \$3,468,069.50 as provided in Enclosure 2 of the agenda. Carried Unanimously	PAYMENT OF ACCOUNTS REPORT APPROVED 17/14
A.4.1	Moved by Jennifer Crowson that the Board approve first reading of Policy EAD <i>School Board Reporting</i> as provided in Enclosure 3 of the agenda. Carried Unanimously	FIRST READING OF POLICY EAD APPROVED 16/14
A.4.2	Moved by Bruce Francis that the Board approve first reading of Policy EEACAA <i>School Purchased Vehicles, Private Vehicles and Volunteer Drivers</i> as provided in Enclosure 4 of the agenda, to include a change to paragraph 1.1.5 to remove the word “shall” and replace with the word “may”. Carried Unanimously	FIRST READING OF POLICY EEACAA APPROVED 17/14
A.4.3	Moved by Rick Anderson that the Board approve first reading of Policy HNA <i>Lord’s Prayer</i> as provided in Enclosure 5 of the agenda. Carried Unanimously	FIRST READING OF POLICY HNA APPROVED 18/14

<p>A.4.4 Moved by Derek Baron that the Board approve first reading of Policy IEB <i>Entrance Age</i> as provided in Enclosure 6 of the agenda.</p> <p style="text-align: right;">Carried Unanimously</p>	<p>FIRST READING OF POLICY IEB APPROVED 19/14</p>
<p>A.4.5 Moved by Blair Lowry that the Board approve first reading of Policy IHEB <i>Child Abuse and Neglect</i> as provided in Enclosure 7 of the agenda.</p> <p style="text-align: right;">Carried Unanimously</p>	<p>FIRST READING OF POLICY IHEB APPROVED 20/14</p>
<p>A.5.1 Moved by Bruce Francis that the Board approve second reading of Policy BBB <i>Electioneering and Politically Motivated Communications</i> as provided in Enclosure 8 of the agenda.</p> <p style="text-align: right;">Carried Unanimously</p>	<p>SECOND READING OF POLICY BBB APPROVED 21/14</p>
<p>A.5.1.1 Moved by Jennifer Crowson that the Board approve final reading of Policy BBB <i>Electioneering and Politically Motivated Communications</i> as provided in Enclosure 8 of the agenda.</p> <p style="text-align: right;">Carried Unanimously</p>	<p>FINAL READING OF POLICY BBB APPROVED 22/14</p>
<p>A.5.2 Moved by Derek Baron that the Board approve to remove off the table Policy BBF <i>School Board Member Ethics and Code of Conduct</i>, as provided in Enclosure 9 of the agenda.</p> <p style="text-align: right;">Carried Unanimously</p>	<p>REMOVAL OF POLICY BBC OFF THE TABLE APPROVED 23/14</p>
<p>A.5.2.1 Moved by Bruce Francis that the Board approve first reading of Policy BBF <i>School Board member Ethics and Code of Conduct</i>, as provided in Enclosure 9 of the agenda, to include the following revisions:</p> <ul style="list-style-type: none"> • In Paragraph 9, include “as per the Education Act, Section 87 (1)” • Removal of Attachment 1 • Attachment 2 will now become Attachment 1 <p style="text-align: right;">Carried Unanimously</p>	<p>FIRST READING OF POLICY BBF APPROVED 24/14</p>
<p>A.5.3 Moved by Derek Baron that the Board approve second reading of Policy GCE <i>Substitute Teachers</i> as provided in Enclosure 10 of the agenda.</p> <p style="text-align: right;">Carried</p>	<p>SECOND READING OF POLICY GCE APPROVED 25/14</p>
<p>A.5.3.1 Moved by Jennifer Crowson that the Board approve final reading of Policy GCE <i>Substitute Teachers</i> as provided in Enclosure 10 of the agenda.</p> <p style="text-align: right;">Carried</p>	<p>FINAL READING OF POLICY GCE APPROVED 26/14</p>
<p>A.5.4 Moved by Terry Michaelis that the Board approve second reading of Policy GCL <i>Staff Learning</i> as provided in Enclosure 11 of the agenda.</p> <p style="text-align: right;">Carried Unanimously</p>	<p>SECOND READING OF POLICY GCL APPROVED 27/14</p>
<p>A.5.4.1 Moved by Bruce Francis that the Board approve final reading of Policy GCL <i>Staff Learning</i> as provided in Enclosure 11 of the agenda.</p> <p style="text-align: right;">Carried Unanimously</p>	<p>FINAL READING OF POLICY GCL APPROVED 28/14</p>

A.5.5 Moved by Bruce Francis that the Board approve second reading of Policy HGAE <i>Religion and Human Sexuality</i> as provided in Enclosure 12 of the agenda.	Carried Unanimously	SECOND READING OF POLICY HGAE APPROVED 29/14
A.5.5.1 Moved by Derek Baron that the Board approve final reading of Policy HGAE <i>Religion and Human Sexuality</i> as provided in Enclosure 12 of the agenda.	Carried Unanimously	FINAL READING OF POLICY HGAE APPROVED 30/14
A.5.6 Moved by Terry Michaelis that the Board approve second reading of Policy HNB <i>Controversial Issues in the Classroom</i> as provided in Enclosure 13 of the agenda.	Carried Unanimously	SECOND READING OF POLICY HNB APPROVED 31/14
A.5.6.1 Moved by Rick Anderson that the Board approve final reading of Policy HNB <i>Controversial Issues in the Classroom</i> as provided in Enclosure 13 of the agenda.	Carried Unanimously	FINAL READING OF POLICY HNB APPROVED 32/14
A.5.7 Moved by Jennifer Crowson that the Board approve second reading of Policy HNG <i>Animals in Schools</i> as provided in Enclosure 14 of the agenda.	Carried Unanimously	SECOND READING OF POLICY HNG APPROVED 33/14
A.5.7.1 Moved by Bruce Francis that the Board approve final reading of Policy HNG <i>Animals in Schools</i> as provided in Enclosure 14 of the agenda.	Carried Unanimously	FINAL READING OF POLICY HNG APPROVED 34/14
A.5.8 Moved by Blair Lowry that the Board approve second reading of Policy HNI <i>Use of Visual Media in the Classroom</i> as provided in Enclosure 15 of the agenda.	Carried Unanimously	SECOND READING OF POLICY HNI APPROVED 35/14
A.5.8.1 Moved by Terry Michaelis that the Board approve final reading of Policy HNI <i>Use of Visual Media in the Classroom</i> as provided in Enclosure 15 of the agenda.	Carried Unanimously	FINAL READING OF POLICY HNI APPROVED 36/14
A.5.9 Moved by Derek Baron that the Board approve second reading of Policy IFCH <i>Illicit Substances</i> as provided in Enclosure 16 of the agenda.	Carried Unanimously	SECOND READING OF POLICY IFCH APPROVED 37/14
A.5.9.1 Moved by Rick Anderson that the Board approve final reading of Policy IFCH <i>Illicit Substances</i> as provided in Enclosure 16 of the agenda.	Carried Unanimously	FINAL READING OF POLICY IFCH APPROVED 38/14
A.5.10 Moved by Jennifer Crowson that the Board approve second reading of Policy JBA <i>Public Interest Disclosure</i> as provided in Enclosure 17 of the agenda.	Carried Unanimously	SECOND READING OF POLICY JBA APPROVED 39/14

A.5.10.1	Moved by Bruce Francis that the Board approve final reading of Policy JBA <i>Public Interest Disclosure</i> as provided in Enclosure 17 of the agenda.	FINAL READING OF POLICY JBA APPROVED 40/14
	Carried Unanimously	
A.6	Moved by Bruce Francis that the Board approve the deletion of Policy IECD <i>Assignment of High School Courses</i> as provided in Enclosure 18 of the agenda as this policy no longer aligns with Alberta Education in terms of their vision and direction of <i>Inspiring Education</i> .	DELETION OF POLICY IECD APPROVED 41/14
	Carried Unanimously	
A.7	Moved by Bruce Francis that the Board approve the move to a four-day school week for Hays School with the commencement of the 2014-2015 school year.	FOUR-DAY SCHOOL WEEK APPROVED FOR HAYS SCHOOL 42/14
	Carried Unanimously	

DISCUSSION ITEMS

D.1 Transportation Review

Wilco Tymensen provided an update to the Board in terms of the transportation and school attendance boundary review forums that took place in Milk River Elementary and Enchant Schools, noting that all of the feedback received has been positive and informative. A final forum will be taking place on February 25, 2014 to allow parents and community members an opportunity to provide their thoughts and perspectives on transportation priorities, improvement and efficiency. There will also be an online survey (<http://surveymonkey.com/s/hsdtransportation>) that will be available as of February 26, 2014 where parents and stakeholders may provide their input.

Based on these three forums and the input received through the online survey, the Board will review all of the feedback and work towards developing some suggestions which will be presented to parents and community members at open houses that have been scheduled to take place from 6:00 p.m. – 7:00 p.m. as follows:

- April 7, 2014 – Lomond Community School
- April 10, 2014 – Hays School
- April 17, 2014 – Warner School
- April 28, 2014 – D.A. Ferguson Middle School

The board will make final decisions regarding their review pending the announcement of the revised *Student Transportation Regulation* that is expected to be announced in September 2014. It is expected that the review will result in Horizon adopting revised Transportation Policies, Regulations and Guidelines that would take effect with the commencement of the 2015-2016 school year at which time the new *Education Act* will take effect.

INFORMATION ITEMS

I.1 Superintendent's Progress Report

Educational Leadership

- Provided ongoing support and advise to principals on matters related to school operations including: teacher evaluation and leaves, parent council matters, student and staff discipline, conflict mediation, and legal issues
- Attended the Inspiring Education Symposium

Fiscal Responsibility

- Facilitated three meetings from the jurisdiction Transportation Review. The meetings provide parents and stakeholders extensive opportunities to share perspectives, priorities, and personal values regarding student transportation via face-to-face and online opportunities. Community input will guide the board in their decisions regarding upcoming changes to transportation policies and practices.

Personnel Management

- Met with the Senior Administration to discuss the C2 survey themes and plan for the March 10 professional learning day
- Worked with schools (Hays, Lomond, and 18 Hutterite Schools) to apply for exceptions to the 907 hour requirement. AB ED has indicated that the jurisdiction will receive confirmation by May.
- Engaged in ongoing Principal evaluations
- Attended an arbitration planning meeting in anticipation of the upcoming ATA Arbitration
- Met with Taber Christian Staff and the Taber Christian Society to develop a profile for the new principal

Policy

- Extensive and ongoing policy development and review in preparation for proclamation of the Education Act and contextual issues requiring policy such as the Lord's Prayer, and new collective agreements.
- Updated the Horizon Medical Conditions Handbook

Strategic Planning and Reporting

- Worked with schools to ensure Accountability Pillar Survey administration goes smoothly

Organizational Leadership and Management

- Facilitated the February Administrator's Meeting

Communications and Community Relations

- Attended the College of Alberta School Superintendent (CASS) Executive Meeting and the CASSIX (Zone 6) meeting.
- Attended Parent Council meetings in Hays and Grassy Lake
- Hosted a Council of School Councils meeting which included a presentation by the Alberta Home and School Association

Leadership Practices

- Attended the Assistant Deputy Minister's Curriculum Policy Advisory Committee as a College of Alberta School Superintendent representative.

I.2 Trustee/Committee Reports

I.2.1 ASBA Zone 6 Report – Marie Logan, Zone 6 Representative provided an update from the Zone 6 meeting she attended on February 12, 2014. Highlights from the meeting included the following:

- Discussions regarding the request for a centralized bargaining model. A draft on models across Canada has been completed which outlines models across Canada from the most to the least centralized
- The deadline for submitting nominations for the 2014 Edwin Parr Awards is March 21, 2014. All nominations must be sent to Pam Boyson at Westwind School Division.
- There will be some upcoming workshops on regulations, labour, assessments and parliamentary procedures
- Discussions were held on the importance of school zones and role as critical links for sharing information amongst school boards
- The next Zone 6 meeting will take place on Wednesday, March 12, 2014 at the Holy Spirit Board Office beginning at 9:45 a.m.

I.2.2 Facilities Committee Report – Derek Baron, Facilities Committee Chair, provided an update on work undertaken during the past month within the Facilities Department. The report was enclosed in the agenda and included the following information:

- Proposed outdoor skating rink in Grassy Lake
- Updates on new school modernization projects for Barnwell and Warner Schools
- Vauxhall MAP Project Phase Three Update
 - The third and final phase on construction is underway with the completion of slab thickening, plumbing rough-in, fire guarding, wood framing of the classroom, staff/work room, storage and utility room being completed
 - Remaining electrical rough-in as well as firm and intrusion alarm and data networking is underway

- 2014 IMR Projects:
 - Fencing has been erected on the east side of Dr. Hamman School
 - Carpet replacement in Lomond School has been completed
 - Hardwood floor preparations are underway for the Milk River Elementary gym as well as door replacement preparation is underway
- Facilities Manager/Administration:
 - Ongoing effort from the Facilities Manager to visit schools, caretaking staff and contractors
 - Attended a Capital planning workshop in Calgary hosted by Alberta Education and Alberta Infrastructure
 - Attended a breakfast social with representatives from the Town of Taber
 - Continue to update information for the new instructional area utilization formula renewal with updates expected to be completed and submitted to Alberta Education by June 2014.
 - Ongoing preparation and planning for the upcoming capital projects
 - Continued work for school safety plans pertaining to emergency energy isolation points.

I.2.3 Administrators Meeting Report – Derek Baron provided a brief report of the February 11th Administrators’ Meeting, as per the handout that was distributed, including discussions that took place regarding the AERR template, school fees and volunteer referees for school sports. Information items included the upcoming Administrator Leadership Symposium this April, the March 10th division-wide PD day, Threat Assessment training, Horizons Medical Conditions Handbook, High School credentials, Horizon’s Transportation Review, Inclusive Education, Council for School Leadership update, Accountability Pillar reminders and high school time tables and VC.

I.2.4 Council of School Councils Meeting Report – Jennifer Crowson gave an update on the Council of School Councils Meeting she attended on February 12, 2014 at Division Office. A representative from the Alberta School Councils provided an informative session to those in attendance in regards to the role of ASCA and the supports they provide for School Councils in the province. Holly Godson, Principal of D.A. Ferguson as well as Constable David Dubé from the Taber Police Service provided information on an upcoming parent workshop on April 30th at D.A. Ferguson School regarding Age of Consent and internet safety for school-aged children. Other items discussed at the meeting were Horizon’s Transportation Review, Education Week and the upcoming ASCA Conference in Edmonton.

I.3. Associate Superintendent of Finance and Operations Report – John Rakai

John Rakai reported the following information:

- Part of school jurisdiction transportation departments includes required audits. This year Horizon will be included in an audit and will pertain to school-owned vehicles that are 11 passengers or greater and possibly some of our maintenance vehicles. Horizon also had an audit completed in 2008, with some of the procedural requirements implemented. It was noted that there will still some requirements identified as weaknesses that will need to be addressed.
- Met with Bell Mobility corporate providers to review Horizon’s current user service plans
- Along with Phil Johansen, met with the RBC Horizon Account Manager regarding our financial requirements at the banking level
- Met with Warner School to review information in preparation of the upcoming transportation audit in terms of school-owned vehicles
- Attended meetings with Wilco, Erin and Clark regarding arbitration planning

I.4. Associate Superintendent of Programs & Services Report – Clark Bosch

International Education:

- We have 15 Columbian students who will be arriving the middle of March and staying until the Easter break. Students will be attending various schools throughout the division. The age range of these students is from 12 to 14.
- Met in Calgary regarding High School re-design.

- Gwen Ambrose has been nominated for the Edwin Parr Awards that will be taking place this May at the Heritage in Taber
- Participating in on-going meetings with school principals in terms of their 3-year plans
- Ongoing work with regional collaborative service delivery models
- Attended the SWATCA event at the University of Lethbridge on February 20th and 21st

I.5. Associate Superintendent of Curriculum and Instruction Report – Erin Hurkett

Erin Hurkett's report was distributed and included the following updates:

Goal 1: All learners will finish school possessing 21st century learning competencies.

Key Action: Develop a common language and understanding of the following 21st century learning competencies and their relationship to innovation and entrepreneurialism: critical thinking, problem solving, and creative thinking. Support the professional capacity to integrate the competencies across grades and subjects.

- Attended the Inspiring Education symposium in Calgary on February 19th.

Key Action: Support the professional capacity to understand and successfully implement early intervention and effective teaching strategies for literacy and numeracy to improve proficiency across the grades.

- All elementary schools and D.A. Ferguson have started the Imagine Learning Literacy intervention pilot. Feedback will be collected at the beginning of March
- The professional learning component of February's administrators' meeting was in regard to literacy leadership and literacy across all curricular areas and all grade levels. Teachers from W.R. Myers and Chamberlain spoke of their integration of literacy in subjects like Math, Social Studies and Chemistry. The draft literacy benchmarks from Alberta Education were reviewed and analyzed by all meeting participants. Some literacy lead teachers and vice principals attended the meeting with their principals
- Attended a Celebration of Reading event at Warner School on February 17th
- Attended the SAPDC numeracy advisory committee on February 10th
- Continued to collaborate with D.A. Ferguson grade 6 teachers in regard to their English Language Learners
- In addition to work in the above areas, a workshop on PAT/Diploma preparation as given to new teachers and teachers new to teaching PAT/Diploma grades on February 5th
- Attended Transportation review forums in Enchant and Milk River
- Have started to visit school principals and lead terms in regards to their three year education plans
- Met with the Admin. Leadership Symposium Committee to organize the April 7th and 8th symposium
- Continuing to organize the March 10th PD Day.

I.7 Age of Consent - Wilco Tymensen

Wilco provided information regarding the Age of sexual consent in Canada being raised from the age of 14 to 16 years. It was added that we need to become more pro-active by providing parents with this information and educating them on these laws as there are alarming statistics in terms of sexual activity with pre-teens and even elementary aged children.

COMMITTEE ITEMS

Moved by Terry Michaelis that the Board meet in Committee.

Carried Unanimously

COMMITTEE
43/14

Moved by Blair Lowry that the meeting reconvene.

Carried Unanimously

RECONVENE
44/14

Moved by Bruce Francis that the meeting adjourn

Carried Unanimously

MEETING
ADJOURNED
45/14

Original Signed - March 18, 2014
Chair

Original Signed - March 18, 2014
Secretary